

☒ Current
☐ Proposed

Civil Service Classification: Analyst II
Working Title: Legislative and Policy Analyst
Division Branch Name: California Commission on Aging
Incumbent: Vacant
Position Number: 316-001-5393-700
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Non-Exempt
CBID: R01
Tenure: Permanent
Time Base: Full-Time

You are a valued member of the California Commission on Aging's (CCoA) team. All CCoA employees are expected to work collaboratively with internal and external stakeholders to provide the highest level of service. Your efforts to treat others fairly, honestly, and with respect are important to everyone on the team. At CCoA, we value diversity and strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances organizational performance and the quality of representation for older Californians.

DESCRIPTION:

Under the general direction of the Legislative Director (Supervisor II), the Legislative and Policy Analyst (Analyst II) performs advanced policy research and legislative analysis to support the statutory responsibilities of the CCoA to advise the Governor, Legislature, and state, federal, and local agencies on programs and services affecting older adults, adults with disabilities, and caregivers. The Legislative and Policy Analyst evaluates legislation and policy proposals, prepares policy reports and briefings, and coordinates with state agencies, legislators, and stakeholders. The incumbent works independently and collaboratively within a team environment to support Commission priorities, inform decision-making, and advance policy solutions that improve the well-being of older Californians.

ESSENTIAL JOB FUNCTIONS:

40% Research and Analysis

Analyze policy initiatives, program proposals, and regulatory developments by reviewing policy documents, program evaluations, and implementation plans to provide recommendations to Commission leadership. Monitor emerging issues affecting older adults, adults with disabilities, and caregivers by reviewing legislative databases (e.g., Capitol Track, LegInfo, Congress.gov), state and federal reports, research publications, and program data to identify trends and inform Commission policy priorities. Conduct qualitative and quantitative policy research using publicly available datasets (e.g., U.S. Census, California Department of Aging data, program reports) and academic literature to assess policy impacts and develop evidence-based recommendations. Prepare policy memoranda, briefing documents, and analytical summaries using internal research, stakeholder input, and program data to inform Commissioners of policy developments and support strategic decision-making. Research and prepare background materials for Commissioners in advance of informational hearings and committee meetings by compiling legislative histories, program data, and policy analyses using internal files and external research sources to ensure Commissioners are prepared. Compile and synthesize information obtained through informational hearings, stakeholder meetings, and research activities to produce policy briefs and reports for the Governor, Legislature, and public. Monitor and evaluate the California state annual budget drafts and statewide initiatives such as the Master Plan for Aging, Long-Term Services and Supports (LTSS) Financing and Affordability Initiative and CalAIM to identify policy opportunities aligned with Commission priorities.

40% Legislative Analysis and Advocacy Support

Monitor and track legislation relevant to Commission priorities using legislative tracking systems (e.g., Capitol Track, LegInfo, Congress.gov) to ensure timely awareness of policy developments. Analyze proposed state and federal legislation, regulations, and budget proposals affecting older Californians by reviewing bill language, committee analyses, fiscal reports, and legislative histories using legislative tracking systems to evaluate policy impacts and develop recommendations. Obtain background materials from bill authors, sponsors, and legislative staff through formal communications and legislative outreach to support comprehensive legislative reviews. Draft bill analyses, fact sheets, testimony outlines, and policy summaries using legislative documents and policy to support Commissioners' deliberations and legislative engagement. Prepare legislative correspondence, including bill position letters, comment letters, and responses to legislative inquiries to communicate recommendations to legislators and policymakers.

Monitor legislative hearings and policy committee proceedings by reviewing agendas, attending hearings, and documenting discussions to provide updates and analysis to Commission leadership. Assist in preparing testimony for legislative hearings by drafting

written testimony, briefing Commissioners, and compiling supporting materials to effectively communicate the Commission's policy perspective. Respond to legislative inquiries and information requests by researching relevant statutes, regulations, and program information, using state information resources and policy research methods to provide accurate and timely responses.

Develop and recommend amendments to legislation and budget proposals by conducting policy impact analysis, consulting with stakeholders, and applying strategic policy problem-solving methods to address implementation challenges and strengthen policy outcomes. Present bill analyses and legislative updates at Commission and committee meetings using standardized briefing formats and presentation tools to inform Commissioners and support policy decision-making.

Assist the Legislative Director in meeting with legislators, legislative staff, and policy stakeholders by preparing briefing materials, conducting background research, and documenting discussion outcomes to support legislative strategy and relationship building. Coordinate legislative outreach activities, including annual Capitol Day events and legislative visits, by scheduling meetings, preparing briefing materials, and supporting Commissioners in district-level engagement to strengthen communication with policymakers. Coordinate with relevant state entities, including the California Department of Aging and other agencies, through interagency meetings and discussions to promote policy alignment and effective program implementation. Represent the Commission at legislative hearings, public forums, work groups, and task forces by providing subject-matter expertise consistent with Commission policies. Facilitate stakeholder meetings with advocacy organizations, community partners, and state agencies by organizing meeting materials, documenting input, and summarizing policy recommendations to support Commission policy development.

15% Administrative and Meeting Support

Participate in Commission strategic planning activities by tracking progress on policy priorities and updating the CCoA Strategic Work Plan using project management and tracking tools to support implementation of strategic goals. Prepare presentations, policy reports, and briefing materials for Commission and Triple A Council of California (TACC) meetings using presentation software and standardized report formats to communicate policy analysis and program updates. Overnight travel statewide and nationally via car, train and/or plane as a CCoA representative to coordinate logistical planning and onsite support for statewide Commission and TACC meetings, informational hearings, and strategic initiatives by organizing agendas, meeting materials, and operational details to ensure successful meetings, and participate in relevant conferences. Provide staff support to the Legislative Advocacy Committee, Research Development and Policy Committee, and other Commission committees by drafting agendas, preparing meeting materials, documenting discussions, and tracking action items.

MARGINAL JOB FUNCTIONS:

5% Perform other related duties as required to support Commission operations and priorities.

TRAVEL: Up to 10% of statewide travel required.

TYPICAL WORKING CONDITIONS:

The physical work location of the position is the department's headquarters, a three-story building and standard office modular workspace in Natomas. The duties of the position require sitting for long periods while using a personal computer, reviewing documents, and attending meetings, whether digital (e.g., Zoom, WebEx, MS Teams) or in person.

EQUAL EMPLOYMENT OPPORTUNITY:

The California Commission on Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CCoA to provide equal employment opportunity to all employees and applicants; employees have the right to work in an environment free from discrimination; consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

Supervisor's Signature and Date

Supervisor's Name and Title

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee's Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

- ☐ Duties meet class specification and allocation guidelines.
- ☐ Exceptional allocation, STD 625 on file.

Analyst initials: PS Date Approved: 3/11/26

Revision Date (if applicable): _____